

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7526980

POSITION NO: 945373

CLASS CODE: 3640

Date Posted: 9/10/2012

Closing Date: 9/21/2012

POSITION TITLE: Head Start Teacher**

DEPARTMENT NAME: Navajo Head Start - Fort Defiance Agency

DEPARTMENT NO: 752 **WORKSITE LOCATION:** CORNFIELDS, AZ

WORK DAYS/HOURS: Monday-Friday **POSITION TYPE:** Permanent: ☒ **GRADE:** V61A

Days: Monday-Friday **Permanent:** ☒ **SALARY:** \$ 14.83 **Per Annum**

Hours: 40 Hours/Week **Temporary:** ☐ **Duration:** **Per Hour**

Part-Time: ☐ **No. of Hrs./Work:** 40 **\$** 14.83 **Per Hour**

DUTIES AND RESPONSIBILITIES: Supervises the daily activities of the Head Start center to ensure compliance with the applicable laws, rules, regulation, policies and procedures; maintains a classroom environmental conducive to age appropriate learning; determines goals and objectives based on Navajo Nation Head Start Philosophy; visits the home of community members to explain the program's purpose and to recruit children; maintains an accurate inventory of classroom equipment and supplies; works with parents to identify strengths and needs of children; maintains up-to-date records concerning the growth, health, behavior and developmental progress of each child, implements plans for each child by identifying developmental and culturally appropriate activities and materials for each day; coordinates program plans with Head Start center staff and parents; initiates parent involvement in the community by planning and conducting field trip activities, and recruiting volunteers; make or obtain materials equipment appropriate to the developmental needs of the children; conduct parent and teacher conferences; evaluates performance and feedback to employees; coordinate with various resource programs based on the needs of children; prepares monthly and required reports; attends various meetings, conducts fire evacuation drills and performs other duties assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associates Degree in Early Childhood Education; or an Associates Degree in a related field and coursework equivalent to a major relating to Early Childhood Education; and One (1) year experience in teaching preschool children. (to receive full credit for education and work experience, applicant must submit copies of transcripts, defees, diplomas, certificates, permits, ect.)

License/Certification Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment; and must possess a valid State Drivrs License, Within 90 days of employment must obtain a Physical Examination, a First Aide Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Food Handlers Permit, and a Navajo Nation Vehicle Operators Permit, Some positions may require a Commercial Drivers License.

Special Knowledge, Skills and Abilities:

Knowledge of the developmental growth of children and educational activities; classroom management; food service operations; knowledge of the Navajo Culture and Traditions. Ability to plan, organize, and coordinate the work of Head Start center staff and volunteers; ability to work extensive and flexible work hours; understand and communicate in the Navajo and English languages.

VETERANS PREFERENCE APPLIES.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

UNION POSITION**